

Chief, London Bureau

2 September 1948

Acting Chief, FBIB

Security Instructions

REFERENCES: a. Memorandum, dated 23 July 1948, to Chief, FBIB, from Chief, London Bureau, FBIS, subject: Security Program for FBIS Foreign Field Installations

b. Copies of security instructions, dated 22 July 1948, issued to employees of the London Bureau, attached to reference "a" above

1. The instructions described in reference "b" above are inadequate.

2. Security instructions issued by each Field Bureau will be promulgated in sufficient detail to insure that proper measures are taken to safeguard all classified information and to prevent disclosure of classified information to unauthorized personnel.

3. Instructions issued by your Bureau should make reference to:

- a. Safeguarding classified documents.
- b. Proper securing of safes.
- c. Pertinent guard details.
- d. Official visitors.
- e. Procedures for receipt, preparation and dispatch of official mail.
- f. Standard operating procedure for security officers.
- g. Any other special security instructions.

4. It is desired that you submit to this office by 30 September 1948 a revised set of security instructions for both native and American employees at your Bureau.

This document is part of classified integrated file.
If separated from file, document is unclassified.

LBS:hmq

25X1